



## North Carolina Department of Health and Human Services Office of the Controller

**Michael F. Easley, Governor**  
**Carmen Hooker Odom, Secretary**

**Laketha M. Miller, Controller**

MAILING ADDRESS:  
2019 Mail Service Center  
Raleigh, NC 27699-2019

LOCATION:  
1050 Umstead Drive  
Raleigh, NC

### MEMORANDUM

TO: Directors  
Finance Officers  
Private Providers

FROM: Laketha M. Miller

A handwritten signature in cursive script that reads "Laketha M. Miller".

DATE: June 4, 2007

RE: Cost Reporting Training Sessions

During 2007 there will be two types of cost report training sessions offered simultaneously. One session will be for Local Management Entities (LMEs) which have to file the 2006-2007 Mental Health Cost Report if any enhanced mental/behavioral health services were provided. The other type of session will be for private providers who provide any enhanced mental/behavioral health services for any fiscal year ending on or after December 31, 2007.

For the LMEs the 2006-2007 Mental Health Cost Report has a whole new look. The Controller's Office has made enhancements to make the program run faster and the input of information easier. The information to input into the cost report has not changed, but a number of the screens and the method by which information is keyed have. Full day training sessions will be offered for LMEs with two days to choose from at each location. The day will be split into two parts, with the morning session consisting of an overview of the application and it's new look. It will also cover the changes in the supplemental worksheets (formerly called MoreForms) and service objectives. The afternoon session will provide participants an opportunity to key a detailed training example by entering information from financial statements into the application, as well as reviewing the final information produced on the Schedule 2. Due to the enhanced program, attending both the morning and afternoon sessions is recommended. Time will be provided during the session for specific questions.

For the private providers who have to file a cost report next year for any fiscal year ending on or after December 31, 2007, half day informational sessions are being offered. The provider session will address the chart of accounts, supplemental schedules, explain the information needed to collect and give an overview of the application. Private provider employees only need to attend one half day session offered over the two days with four different times from which to choose. If you have an unusual situation or circumstance, please bring the relevant data or supporting documentation with you for clarification. Time

will be provided during each session for specific questions. Please note that full day hands-on training sessions will be offered as we get closer to private provider year-ends, with the first sessions likely to be scheduled in November and December 2007.

We have established training sites throughout the state. There will be two days to choose from in the Central Region, two days in the West, two days in the East and four days in Raleigh. All full day LME sessions will begin at 8:30 A.M. and end at 4:30 P.M. For the private providers, half day morning sessions will begin at 8:30 A.M and end at 12:00 P.M., and the half day afternoon sessions will begin at 1:00 P.M. and end at 4:30 P.M.

Please register for training no later than July 3, 2007. Your registration must be e-mailed to our office using the attached format. Please sign up early and specify if you are an LME receiving the 2006-2007 cost report training or a private provider preparing cost reports for fiscal years ending on or after December 31, 2007. Your registration will be confirmed by return e-mail. Attendance will be limited to two (2) employees from each office.

**The two days in the Central Region will be at the following location:**

**Grady P. Swisher Center**, 1251 Dudley Products Drive; Kernersville, NC 27284. Rooms 219 and 203. There are 20 computers available at this location each day for a maximum of 20 participants in each room.

06-07 LME full-day session will be held July 11, 2007 from 8:30 am to 4:30 pm  
06-07 & 07-08 provider half-day session will be held July 11, 2007 from 8:30 am to 12:00 pm  
06-07 & 07-08 provider half-day session will be held July 11, 2007 from 1:00 pm to 4:30 pm

06-07 LME full-day session will be held July 12, 2007 from 8:30 am to 4:30 pm  
06-07 & 07-08 provider half-day session will be held July 12, 2007 from 8:30 am to 12:00 pm  
06-07 & 07-08 provider half-day session will be held July 12, 2007 from 1:00 pm to 4:30 pm

**The two days in the Eastern Region will be at the following location:**

**Carteret Community College**, 3505 Arendell Street; Morehead City, NC 28557. LME sessions will be in Wayne West Building, Room 319 with a maximum of 20 participants. Private provider sessions will be in Wayne West Building, Room 221 with a maximum of 20 participants.

06-07 LME full-day session will be held July 25, 2007 from 8:30 am to 4:30 pm  
06-07 & 07-08 provider half-day session will be held July 25, 2007 from 8:30 am to 12:00 pm  
06-07 & 07-08 provider half-day session will be held July 25, 2007 from 1:00 pm to 4:30 pm

06-07 LME full-day session will be held July 26, 2007 from 8:30 am to 4:30 pm  
06-07 & 07-08 provider half-day session will be held July 26, 2007 from 8:30 am to 12:00 pm  
06-07 & 07-08 provider half-day session will be held July 26, 2007 from 1:00 pm to 4:30 pm

**The two days in the Western Region will be at the following location:**

**Western Piedmont Community College**, 1001 Burkemont Avenue; Morganton, NC 28655-4504. LME sessions will be in Carr Hall, Room 238 with a maximum of 20 participants. Private provider sessions will be in Carr Hall, Room 128 with a maximum of 27 participants.

06-07 LME full-day session will be held July 31, 2007 from 8:30 am to 4:30 pm  
06-07 & 07-08 provider half-day session will be held July 31, 2007 from 8:30 am to 12:00 pm  
06-07 & 07-08 provider half-day session will be held July 31, 2007 from 1:00 pm to 4:30 pm

06-07 LME full-day session will be held Aug. 1, 2007 from 8:30 am to 4:30 pm  
06-07 & 07-08 provider half-day session will be held Aug. 1, 2007 from 8:30 am to 12:00 pm  
06-07 & 07-08 provider half-day session will be held Aug. 1, 2007 from 1:00 pm to 4:30 pm

**The four days in Raleigh will be at the following location:**

**NC DOT Training Center, 313 Chapanoke Road; Raleigh, NC 27603.**

2006-07 LME full day sessions in room 202, which has 12 computers, 2 per computer for 24 maximum participants on the following days:

July 16 & 17, 2007 from 8:30 am to 4:30 pm  
August 22 & 23, 2007 from 8:30 am to 4:30 pm

06-07 & 07-08 provider half-day sessions in room 201 allows for 24 maximum participants:

July 16, 2007 from 8:30 am to 12:00 pm  
July 16, 2007 from 1:00 pm to 4:30 pm

06-07 & 07-08 provider half-day sessions in rooms 203 & 204 allows for 48 maximum participants:

July 17, 2007 from 8:30 am to 12:00 pm  
July 17, 2007 from 1:00 pm to 4:30 pm  
August 22, 2007 from 8:30 am to 12:00 pm  
August 22, 2007 from 1:00 pm to 4:30 pm  
August 23, 2007 from 8:30 am to 12:00 pm  
August 23, 2007 from 1:00 pm to 4:30 pm

To register, please e-mail Mike Thompson at [Mike.Thompson@ncmail.net](mailto:Mike.Thompson@ncmail.net)

In your e-mail, please provide the name(s) of the person(s) attending, the first and second choice of training dates referencing the location desired and your contact information. We may only be able to provide one computer during the afternoon sessions for all persons from the same LME. If your second attendee is an accounting firm, enter the firm name on the Program line and continue to complete the form.

Copy and paste the format below into your e-mail for return to our office:

Program:  
Name:  
Title:  
Email Address:  
Phone:  
Mailing Address:  
City, State, Zip

Program:  
Name:  
Title:  
Email Address:  
Phone:  
Mailing Address:  
City, State, Zip

Local Management Entity (LME) or Provider:

First Choice Location/Date:

Second Choice Location/Date:

**Remember to register for training no later than July 3, 2007.** The 2007 Access Cost Reporting Training Manual will be available soon on our website at:  
[www.ncdhhs.gov/control/amh/amhcost7.htm](http://www.ncdhhs.gov/control/amh/amhcost7.htm)

For questions concerning registration, call Mike Thompson at (919)855-3681. We look forward to providing you with very informative training sessions this year. Thank you for your assistance and support.

**CONTACTS AND DIRECTIONS:** Call these locations for driving directions only. Please utilize the complete addresses to get you to the city in which the training will take place and then use the particular information provided below – adjusting the instructions for the direction from which you are coming to the training.

**Grady P. Swisher Center** – 1251 Dudley Products Drive; Kernersville, NC 27284 (336) 993-6780.  
Rooms 219 and 203 – [www.forsyth.tec.nc.us](http://www.forsyth.tec.nc.us).

**Traveling East on Business 40 to Kernersville**, take Exit 16 – Colfax (Left of Business 40 on Tr. 431). Turn right on Old Greensboro Road, then right on Dudley Products Drive and proceed to the Swisher Center.

**Traveling from East Mountain Street**, turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

**Traveling East on I-40**, take Highway 66 exit and proceed to Kernersville. Cross over Business 40 and turn right on East Mountain Street. Turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

**Western Piedmont** - 1001 Burkemont Avenue; Morganton, NC 28655-4504. Carr Hall, Rooms 238 and 128 - [www.wpcc.edu](http://www.wpcc.edu)

**Driving west on I-40 from Hickory**, take Exit #103 and turn right onto Burkemont Ave. WPCC is on the right, 1 block up.

**Driving east on I-40 from Asheville**, take Exit #103 and turn left onto Burkemont Ave. Cross the bridge over I-40, WPCC is on the right, 1 block up.

**Driving into Morganton on Hwy. 18 from Lenoir**, turn left onto South Sterling Street. Turn right at Burger King onto W. Fleming Dr. At NC School for the Deaf, turn left onto Burkemont Ave. WPCC is on the left at the second traffic light.

**Driving into Morganton on Hwy. 64 from Rutherfordton**, cross over I-40. WPCC is on the right, 1 block beyond I-40.

**Carteret Community College** - 3505 Arendell Street; Morehead City, NC 28557. Wayne West Building, Room 319 and 221 - [www.carteret.edu](http://www.carteret.edu) There is no sign in front of the building, but it is three stories with lots of glass and has an arched roof.

**From Interstate 95**, take U.S. Hwy. 70 East at Smithfield, and travel east on Hwy. 70 until you arrive in Morehead City. The college is located on the right-hand side of Hwy. 70, across the street from Carteret General Hospital.

**NC DOT Training Center** – 313 Chapanoke Road; Raleigh, NC 27603 (919) 662-3582 -  
<http://www.ncdot.org/IT/Technical%5FServices/training/Maps.html>

Please click on the above link to get a map for directions or use the address to find directions from a particular location. Look under the Raleigh Training Area Facilities for Chapanoke Road. There are also instructions detailing how to find Rooms 201 and 202 in the Written Directions link. Rooms 203 and 204 are directly across the hall. Just remember to look for the big blue door after coming off the elevator.

CC: Rick DeBell  
Curtis Crouch  
Aydlett Hunike  
Mike Thompson

Phillip Hoffman  
Paul Cole  
Christal Kelly  
Ron Marshall

Leza Wainwright  
Roger Barnes  
Susan Kesler  
Jim Flowers